

ICCA Consortium Call for Applications: Internal Team Support Coordinator of the Secretariat

For centuries and millennia, Indigenous Peoples and local communities around the world have nurtured the web of life through their collective lands, waters and territories. They are increasingly connecting with each other and finding strength in solidarity as they rise up against the greatest threats of our time and sustain the diversity of life on Earth for generations to come.

About Us

The [ICCA Consortium](#) is a membership-based association serving the global movement for [territories of life](#). Our association emerged from earlier movements and volunteer networks advocating for rights and equity in nature conservation. With our diverse membership, we back the self-determined priorities of Indigenous Peoples and local communities who are custodians of their collectively conserved territories and areas. Since our establishment and in collaboration with many allies and partners, we have contributed to the growing recognition of and support for Indigenous Peoples' and local communities' unique rights, roles and contributions in nature conservation – including discourse, law, policy and practice – at global, regional, and national levels.

Alongside our new 2024-2028 strategy, we are seeking an **Internal Team Support Coordinator** to help guide the ICCA Consortium through the next season of our organisational life. The successful applicant is expected to begin as soon as possible and can be based anywhere with a suitable environment for working remotely. We are especially seeking applicants with lived experience with territories of life and/or from groups that face intersecting forms of exclusion or marginalisation.

Core Responsibilities

The Internal Team Support Coordinator will oversee the development and strengthening of the Secretariat's internal team/human resources management systems, policies and procedures, as the team works collaboratively in service of the Consortium's vision, mission, manifesto for territories of life and 2024-2028 strategy. The Internal Team Support Coordinator will work closely with the ICCA Consortium's Global Coordinator, Executive Committee and broader Council and with Rockefeller Philanthropy Advisors (the Consortium's fiscal sponsor) to ensure the Secretariat has the necessary internal capacity and operational support to put our new strategy into practice.

The Internal Team Support Coordinator is expected to have the following core deliverables:

- **Internal Team Support:**
 - Developing, strengthening and implementing the ICCA Consortium's human resources systems, including for: wellbeing; diversity, equity, inclusion and belonging; recruitment in line with priority capacity needs (as per the Consortium's

2024-2028 strategy and annual action plans); orientation and departures; contracting (consultancy agreements, sub-grant agreements and honoraria) and payments; ways of working in a remote team; and ongoing planning, coordination, monitoring, evaluating and reporting;

- Organising and helping follow up on the internal peer reflection, feedback and review process;
 - Organising informal opportunities for relationship building, peer learning and exchange, and leadership/professional development;
 - Ensuring the Secretariat's internal team systems are aligned with Rockefeller Philanthropy Advisor's (our fiscal sponsor's) systems and requirements;
 - Evaluating current internal team policies and processes, facilitating internal discussions within the Secretariat about experiences and desired changes, and proposing and implementing improvements; and
 - Providing advice to Rockefeller Philanthropy Advisors concerning the internal team needs of the ICCA Consortium as a sponsored project.
- **Organisational Knowledge Management:**
 - Helping to establish, review, expand upon and implement internal systems and procedures to strengthen the Secretariat's operations, team culture and ways of working; and
 - Establishing and contributing to updates of the Operations Manual/Organisational Handbook, as well as other relevant guidance and documentation.

Note: After a strong focus in 2023 on an organisation-wide process of reflection, revisioning and strategic planning, discussions will continue within the Secretariat about how the team wants to be organised, working together and resourced. Certain changes and creative approaches are expected to be decided and put into practice in 2024. As a result, the exact parameters and detailed responsibilities of the Internal Team Support Coordinator role will evolve alongside this process, including in relation to other current and forthcoming global and region-specific roles in the Secretariat.

Requirements and Key Attributes

This is an engaging, dynamic and multi-faceted role that requires strong and diverse skills, competencies and attributes.

The **mandatory requirements** are:

- Alignment with the ICCA Consortium's mission, values and organisational culture and understanding of the broader environment in which we operate.
- Passion for and personal dedication to issues concerning Indigenous Peoples and local communities, conservation of nature and culture in territories of life, and social and environmental justice.
- Strong work ethic, integrity and commitment to work in service of our organisational vision, mission, manifesto and strategy.
- Ease with working independently and as part of a distributed global team, with people from diverse cultures and backgrounds located in a wide range of countries and time zones.

- Experience with internal team support functions and leading, managing and nurturing teams, including in non-profit organisations or social movements with dynamic internal cultures and a strong focus on diversity, equity, inclusion and belonging.
- Excellent interpersonal, communication and relationship management skills and commitment to continuous learning.
- Excellent organisational and time management skills, self-starter attitude, and ability to take initiative to organise her/his/their work independently and to prioritise and follow through diligently with an active and time-sensitive workload.
- Functional fluency in written and spoken English (one of the Consortium's three main working languages and currently the most commonly used language in the Secretariat).

Highly desirable skills, competencies and experiences include:

- Direct experience working with grassroots and social movements and/or non-profit organisations at local, national and/or regional levels.
- Proficiency with using various software programmes and apps to communicate and collaborate internally in the Secretariat and with the membership (Microsoft Office, WhatsApp, Slack, Zoom, etc.) and willingness to learn new systems.
- Fluency in French and/or Spanish (the other two primary working languages of the ICCA Consortium).

Location and Team Arrangements

The Internal Team Support Coordinator is part of the ICCA Consortium's Secretariat. The ICCA Consortium has no physical offices and all members of the Secretariat work remotely, communicating online through email, online meeting platforms (MS Teams and Zoom) and instant messaging and workflow apps (Slack, WhatsApp, etc.). Candidates can be based anywhere in the world and are responsible for securing a suitable working space with reliable and consistent internet connection and electricity. Given the importance of building relationships face-to-face, members of the Secretariat may be involved in occasional in-person meetings as part of ongoing programmatic work and/or organisational events.

The ICCA Consortium has been registered as a non-profit association in Switzerland since 2010. As of mid-2022, all operations (including contracts, grants and funds) are managed through a fiscal sponsor (Rockefeller Philanthropy Advisors) in the United States.

The Internal Team Support Coordinator will work closely with the Global Coordinator, Executive Committee and broader Council and with Rockefeller Philanthropy Advisors (the Consortium's fiscal sponsor). The successful applicant will receive the necessary orientation on her/his/their functions and ongoing/ad hoc support as needed from the current/outgoing Operations Coordinator and other relevant personnel in the Secretariat.

Consultancy Agreement and remuneration

Start date: The successful applicant is expected to start on a part-time or full-time basis as soon as possible but no later than 1 March 2024.

Agreement: In line with the majority of other people in the ICCA Consortium, the Internal Team Support Coordinator will be contracted on a one-year consultancy agreement through the ICCA Consortium’s fiscal sponsor (Rockefeller Philanthropy Advisors). The successful applicant must have legal authorization to work as an independent consultant in their country of residence and is responsible for arranging the same. She/he/they are responsible for all taxes, benefits and other social insurance pertaining to the consultancy agreement. The consultancy agreement does not imply any rights or privileges related to relocation or visa assistance.

Remuneration: As of the start of 2024, the ICCA Consortium’s Secretariat has a standardised maximum remuneration rate (regardless of role, location or other factors) equivalent to USD 36,000 per year. The Internal Team Support Coordinator role is expected to require between a 50% to 100% time commitment. The remuneration will be calculated pro-rata depending on start date and responsibilities/deliverables agreed.

Note: the ICCA Consortium’s Executive Committee/Council have committed to supporting the Secretariat to define and work towards fair living remuneration for the team. Changes to remuneration and related internal policies/procedures are expected to be decided within the first half of 2024 and put into practice as soon as possible thereafter for all consultants and personnel, including the Internal Team Support Coordinator.

Application Process

We invite applications to be submitted by **15 January 2024** (23:59 CET) to info@iccaconsortium.org with the subject line “Internal Team Support Coordinator”. Applications must include the following:

- A written cover letter (1 page maximum) OR an informal short video clip (3 minutes maximum) telling us why you want to support the global movement for territories of life, why you are a top candidate for this role and what aspect(s) of the Internal Team Support Coordinator role is/are most exciting or motivating for you (be yourself!);
- A curriculum vitae (4 pages maximum);
- A list of how your skills, experience and competencies relate to what we are seeking (see the sections above on core responsibilities, requirements and attributes); and
- Contact details of at least three referees willing to be contacted at a later stage of the selection process.

Applications must be submitted in English. Only complete applications submitted by the deadline will be considered and only shortlisted candidates will be contacted.

We expect the review and selection process to include an initial short interview for shortlisted applicants and one or two longer interviews with finalists. We aim to make a decision by the end of February 2024.

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The ICCA Consortium celebrates cultural and human diversity and actively strives to be an inclusive organisation in terms of gender, sexual orientation, origin, race, age, language, social position, way of life, disability or religious, spiritual, ideological, or political convictions. We provide a welcoming and open environment for all who are motivated to collaborate with us to achieve our [mission](#) and our [manifesto for territories of life](#). Members of Indigenous Peoples and local communities from any region and/or individuals from Latin America, Africa, Asia and the Pacific are particularly encouraged to apply.